



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON

WASHINGTON, DC 20301-3000

ACQUISITION, TECHNOLOGY
AND LOGISTICS

GUIDE TO DOD CONTRACTING OPPORTUNITIES

A Step by Step Approach to the DoD Marketplace

1. Identify your product or service.

It is helpful to know the Federal Supply Classification (FSC) Code and North American Industry Classification System (NAICS) Code for your product or service. Many government product/service listings and future procurements are identified according to the FSC Code (www.dlis.dla.mil/h2) or NAICS Code (www.census.gov/naics).

2. Obtain a Data Universal Numbering System (DUNS) Number and register in the Central Contractor Registration (CCR) System.

If you do not have a DUNS Number, contact Dun and Bradstreet (www.dnb.com) to obtain one. You must be registered in the CCR System (www.ccr.gov) to be awarded a contract by the DoD. The CCR System is a database designed to hold information relevant to procurement and financial transactions. The CCR System affords you the opportunity for fast electronic payment of your invoices.

3. Vendors must obtain a NATO Contractor and Government Entity (NCAGE) Code.

The NCAGE Code (also commonly referred to as a CAGE Code) is a required piece of data for registering in the CCR system. This applies to vendors in the U.S., NATO, and non-NATO countries. If you are a U.S.-located vendor and do not have a NCAGE Code, one will be assigned to you when you register in the CCR system. Foreign vendors must contact their country representative to receive their NCAGE Code. A list of country representatives can be found at http://www.dlis.dla.mil/nato_poc.asp.

4. If you are a small business, explore programs with the Small Business Administration (SBA).

The SBA (www.sba.gov) offers assistance and certification in preference programs to small business concerns. We encourage you to determine if your firm qualifies for section 8(a), small disadvantaged business, HUBZone, or service-disabled veteran-owned small business certification while visiting the SBA website (<http://www.sba.gov/aboutsba/sbaprograms.html>). In addition this site provides information about other SBA resources including Small Business Development Centers, Service Corps of Retired Executives (SCORE), and Women's Business Development Centers.

5. Identify current DoD procurement opportunities.

Identify current DoD and Federal procurement opportunities in your product or service area by checking the Federal Business Opportunities website: www.fedbizopps.gov. Since many contracting offices also may have their own procurement websites, check with individual contracting offices for other possible sources of information as well.

6. Familiarize yourself with DoD contracting regulations and procedures.

Familiarize yourself with the Federal Acquisition Regulation (FAR) (<http://www.arnet.gov/far/>) and the Defense Federal Acquisition Regulation Supplement (DFARS) (<http://www.acq.osd.mil/dpap/dfars/index.htm>). In addition, the Defense Manpower Data Center (formerly the DoD Directorate for Information Operations and Reports (DIOR)) at <http://www.dior.whs.mil/> produces an annual report of products and services purchased each fiscal year by the DoD (see “ST28” at: <http://www.dior.whs.mil/peidhome/procstat/procstat.htm>). Data on the ST28 are sorted by FSC Codes and provide name and location of the corresponding DoD contracting office. This data can assist your marketing efforts.

7. Investigate Federal Supply Schedule (FSS) contracts.

Many DoD purchases are, in fact, orders on FSS contracts. Contact the General Services Administration (GSA) for information on how to obtain a FSS contract (www.fss.gsa.gov).

8. Seek additional assistance, as needed, in the DoD marketplace.

There are several important resources that are available to assist you in the DoD marketplace:

- ***DoD Small Business Specialists*** (http://www.acq.osd.mil/sadbu/doing_business/index.htm) are located at each DoD buying activity and can provide assistance on how to market to the DoD.
- ***Procurement Technical Assistance Centers*** (<http://www.dla.mil/db/procurem.htm>) are located in most states and partially funded by DoD to provide small business concerns with information on how to do business with the Department of Defense. They provide training and counseling on marketing, financial, and contracting issues at minimal or no cost.
- The ***DefenseLink website***: (www.defenselink.mil) provides links to the homepages of every DoD activity. This information can be invaluable in researching the DoD marketplace and identifying your target market.
- The website for the DoD’s Office of Supply Chain Systems Transformation (<http://www.acq.osd.mil/scst/index.htm>) provides information about DoD’s Business Enterprise Priorities, including Common Supplier Engagement, and links to information about current enterprise solutions.

9. Explore subcontracting opportunities

Regardless of your product or service, it is important to consider our very large secondary market. For example, refer to “Subcontracting Opportunities with DoD Prime Contractors” at www.acq.osd.mil/sadbu/publications/subdir/index.html. This website lists all major DoD prime contractors by state and provides a point of contact (Small Business Liaison Officer) within each firm. We encourage you to investigate potential opportunities with these firms. Many firms also have websites that may be useful, and we encourage you to consider contractor teaming arrangements.

The Small Business Administration’s SUB-Net (<http://web.sba.gov/subnet>) is a valuable source for obtaining information on subcontracting opportunities. Solicitations or notices are posted not only by prime contractors, but the SUB-Net is also used by other government, commercial, and educational entities.

10. Investigate other DoD programs.

There are several other programs that may be of interest to you, such as the DoD Mentor-Protégé Program, the Small Business Innovation Research Program, and the Historically Black Colleges and Universities and Minority Institutions Program. Information on these and other programs is available on the DoD Small and Disadvantaged Business Utilization Office website: www.acq.osd.mil/sadbu.

11. Familiarize yourself with the DoD's electronic invoicing capabilities

We encourage you to register with Wide Area Workflow (WAWF). This tool is DoD's primary system for the electronic processing of invoices and receiving reports. By submitting your invoices and receiving reports through the Web, Electronic Data Interchange (EDI), or File Transfer Protocol (FTP), they will be routed electronically, resulting in more efficient payments to you. More information on WAWF can be found at <https://wawf.eb.mil>.

12. Market your product or service well.

After you have identified your customers, researched their requirements, and familiarized yourself with DoD procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to the DoD activities that buy your products or services. Realize that, like you, their time is valuable, but if the match is a good one, you can provide them with a cost-effective, quality solution to their requirements.

Good Luck!

07.25.2005